

Idaho State Department of Agriculture Guidelines for the Use of Automated External Defibrillators in a Workplace Setting

The Idaho State Department of Agriculture (ISDA) has established a program to use automated external defibrillators (AEDs) to manage sudden cardiac arrest (SCA) in its workplace settings. Establishment of a workplace AED program is supported by ISDA management, including the goals, implementation requirements, protocol for use, and costs of the program.

ISDA's program will be managed by the Risk Management Team. Program management will include:

- Establishing, documenting, and maintaining policies and procedures to ensure consistency throughout ISDA;
- Researching all federal, state, and local regulations with regard to oversight and training requirements;
- Continuously monitoring all federal, state, and local legislation to track changes in laws;
- Obtaining a prescription for all ISDA AEDs. (AEDs are Federal Drug Administration controlled devices. Federal guidelines state that AEDs may only be used with a prescription from a physician who is licensed in the state where the AED will be located.);
- Overseeing the development of medical protocols;
- Selecting AED and medical equipment suppliers;
- Coordinating the program with local Emergency Services (EMS);
- Scheduling training for all ISDA workplace response team members and tracking certification expiration;
- Maintaining AED equipment, either by employees or by a vendor;
- Documenting and monitoring compliance with workplace regulations and "Good Samaritan" requirements; and
- Ensuring event data is downloaded and evaluated in compliance with regulations following an incident.

Medical Direction

The ISDA workplace AED program will be under the direction and control of Dr. Murry Sturkie, M.D, 250 Bobwhite Court, Boise, Idaho 83706. Specific areas where medical direction is important include providing the written authorization required to acquire AEDs, ensuring provisions are made for appropriate initial and continued AED training, and performing a case-by-case review each time an AED is used at ISDA. Additional responsibilities include establishing or integrating the AED program with a quality control system, compliance with regulatory requirements and ensuring proper interface with EMS.

Federal and State Regulations Awareness and Compliance

The ISDA AED team will identify and comply with relevant State of Idaho legislation on public access defibrillation (PAD) and with the Federal Cardiac Arrest Survival

Act of 2000. These impose specific requirements, and this protocol is designed to meet those requirements as they relate to the ISDA workplace AED program.

Training

Federal and state AED legislation requires that every person expected to use an AED be properly trained. Training ensures the AED is used properly to give the greatest benefit and the highest chance of victim survival. Course content must include Cardio Pulmonary Resuscitation (CPR), and use of the AED, and will be integrated with other first aid responder programs in the ISDA workplace. CPR and AED **skills review and practice will be conducted bi-annually**. Training will teach an AED user:

- How to recognize the warning signs of a heart attack or stroke;
- Why and how to activate the emergency medical system (EMS);
- How to buy time by performing one-rescuer adult CPR until the AED arrives;
- How to assess the patient and determine if using an AED is warranted;
- How to attach the AED pads, if needed, and ensure proper use;
- How to follow safety protocols to protect the user and bystanders; and
- How to deal with unusual situations (such as a victim with an implanted defibrillator or using an AED on a victim lying in water).

Responder team requirements include those employees who will be effective in an emergency, who are at work stations within the "drop-to-shock" time window, who provide coverage during normal ISDA business hours, and who complete required quality training.

To meet the training requirements, ISDA AED team members will complete a course for CPR and AED that is approved by the American Red Cross. This training will be a course of approximately 4 hours. **Re-certification will be required every two years**. A copy of all training records will be kept current and up-to-date in the Human Resource Office at ISDA.

AED Location

There is currently one (1) AED located in the headquarters complex at 2270 Old Penitentiary Road, Boise, Idaho. The AED will be available and used within the physical boundaries of the ISDA Boise headquarters complex. Currently, there is an AED at the following location:

- 1st floor, Main Agriculture in the human resource office.

In the event of a medical emergency, a team member will transport the AED to the scene.

Activation of Emergency Actions

Once an emergency medical situation is realized, two calls will be made.

The first call will be placed to "911" by dialing 9-911. The Dispatch office will be oriented on ISDA's AED program and will be provided with a copy of this policy.

To activate the alert protocol inside the ISDA complex any employee can dial "79" and announce the need for "first aid assistance" or "AED assistance". The employee making this announcement must also indicate where the assistance is needed. Responding team members will proceed to the incident with the AED and supplies.

All employees working at the ISDA main complex will be oriented on this program. Phone cards with emergency phone numbers will be distributed to all employees. Posters indicating emergency activation procedures will be placed throughout the facility.

Operation Procedures

Guidelines for initial steps of medical attention during a cardiac event are given as an attachment to this document. Remember, this information acts only as a guideline. Some steps may not be applicable to all patient situations.

Maintenance

Regular maintenance will be performed as suggested to comply with the manufacturer's recommendations. After each use, a complete maintenance check according to the manufacturer's recommendations will be performed.

Incident Reporting

For every incident where the AED Team is activated and the AED is attached to a patient, a report must be completed and submitted to the Medical Director and the ISDA Human Resource Office. The reports must be complete and submitted within 24 hours of the incident. The ISDA Human Resource Office will provide incident documentation forms, which will solicit the information necessary for tracking each incident.